

Activity	Potential Hazards	Possible Control Measures	Additional Action	Required/comment
<p>Cycling for Work Purposes<sup>1</sup></p>	<p>Cyclists are among the most vulnerable road users.</p> <p>Common types of cycling Accidents include:</p> <ul style="list-style-type: none"> <li>• Motorist emerging into path of cyclist</li> <li>• Motorist turning across path of cyclist</li> <li>• Cyclist riding into the path of a vehicle, especially when riding off a pavement or when turning right</li> <li>• Motorist overtaking a cyclist</li> </ul> <p>Most cycling accidents happen in urban areas; almost two thirds of serious cyclist accidents occur at, or near, a junction.</p> <p>Almost half of cyclist deaths occur on rural roads</p> <p>The most common vehicles involved are cars or taxis, but HGVs present a particular danger for cyclists – some 20% of cyclist fatalities involve an HGV. These often occur when an HGV is turning left at a junction<sup>1</sup>.</p> <p>The most common key contributory factor in accidents between a cyclist and another vehicle is 'failed to look properly'.</p>	<p>Within company policy and practice: Consider cyclists requirements</p> <ul style="list-style-type: none"> <li>• Ensure cycling is a suitable form of transport for the task.</li> <li>• Ensure the bicycle is roadworthy, meets the requirements of the Highway Code and is in kept in good working order.</li> <li>• Ensure the bicycle is the right size, and correctly adjusted for, the rider.</li> <li>• Ensure the bicycle has front and rear lights and reflectors. It should also have a bell.</li> <li>• Ensure the cyclist is able to ride safely and has been adequately trained.</li> <li>• Ensure the cyclist has Highway Code knowledge relevant to being a responsible cyclist.</li> <li>• Ensure the cyclist wears safety clothing such as high visibility/ reflective garments and a cycle helmet.</li> <li>• Consider a restriction to cycling in daylight hours only?</li> </ul>	<p>Provide cycle training.</p> <p>Ensure employees are familiar with company policy relating to cycling</p> <p>Be active in engaging with cyclists to hear their views on safety issues so that the organisation can learn from them</p> <p>Ensure employees feel empowered to question policy as it applies to them, or to raise concerns, without fear of repercussion.</p> <p>Conduct specific training/ workshops / bike Doctor sessions within the organisation.</p> <p>Liaise with Cycling Scotland and consider joining the Cycle Friendly Employer Scheme.</p>	<p>Ensure managers/ supervisors are aware of the risks involved in cycling for work purposes.</p> <p>Ensure managers/ supervisors are aware of concerns raised by cyclists.</p> <p>Ensure managers and supervisors raise awareness of cyclist responsibilities towards other road users such as pedestrians.</p> <p>Within the company's own fleet consider use of vehicle technology to improve vehicle sightlines and reduce blind spots.</p> <p>Within the company's own fleet drivers raise awareness of issues relating to vulnerable road users, especially cyclists.</p> <p>If the company uses, or sub-contracts, large vehicles, raise awareness of their drivers of the risks of cyclists and large vehicles at junctions.</p>

<sup>1</sup> Work purposes means cycling in order to carry out work duties. It does not include commuting or riding for personal purposes. Examples of 'work purposes' include riding to a meeting or a cycle courier.

	<p>'Failed to look properly' is attributed to the car driver in 57% of serious collisions and to the cyclist in 43% of serious collisions at junctions.</p> <p>Other common factors attributed to drivers are 'poor turn/manoeuvre' and 'careless, reckless, in a hurry.'</p> <p>The second most common contributory factor attributed to cyclists is 'cyclist entering the road from the pavement.'</p> <p>Other risk factors for cyclists can include:</p> <ul style="list-style-type: none"> <li>• Poor road surfaces and Unroadworthy bicycles.</li> <li>• Carrying improperly secured items</li> <li>• Weather conditions</li> <li>• Long journeys</li> <li>• Cyclist fitness (eg. eyesight, medication, drugs, alcohol)</li> <li>• Cyclist distraction (MP3 players)</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure the best route (including cycle paths and marked cycle routes) is being used.</li> <li>• Provide insurance cover.</li> <li>• Avoid carrying loads on a bicycle. If necessary, ensure correct equipment is used and cyclist is adequately trained to cycle with the additional burden.</li> <li>• Where a member of staff is cycling alone, consider Lone Worker and Personal Safety procedures,</li> </ul>		
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Sample Risk Assessment